

Approved Minutes of the Maricopa HOME Consortium

**Public Meeting
February 18, 2016
9:30 a.m.**

Present: **Barbara Bellamy, City of Chandler**
 Melissa Vizzerra, City of Chandler
 Gilbert Lopez, City of Glendale
 Renee Ayres-Benevidez, City of Glendale
 Jaime Gonzalez, City of Peoria (telephonically)
 Michael Cardenas, City of Scottsdale (telephonically)
 Christina Ramirez, City of Surprise (telephonically)
 Amy Jacobson, Maricopa County
 Carissa Cyr, Maricopa County
 Lisa Lowery, Maricopa County

1. Call to Order and Roll Call-

At 9:35 a.m., Amy Jacobson called to order the February 18, 2016 Maricopa HOME Consortium Public Meeting held in the Roosevelt Room, at 234 North Central Ave., 3rd Floor, Phoenix, Arizona 85004. Regina Marette called the roll and a quorum was established.

2. Approval of Minutes (1/21/16)-

Amy called for a motion to approve the minutes of the January 21, 2016 monthly HOME Consortium Public Meeting, unless there were any changes or corrections to the minutes. Gilbert Lopez motioned to approve the January 21, 2016 minutes. The motion was seconded by Barbara Bellamy and passed unanimously.

3. Program Year Expenditure Update Report-

Amy went over the expenditures by jurisdiction. Lisa passed out the expenditures as of January 31, 2016 and the individual city spreadsheets by allocation year. Currently, the County has only processed a little more than \$882,000. Lisa reminded the consortium that all 2009 expenditures have a HUD deadline of September 30, 2016. However the County has a July 31 deadline. The County is implementing a new computer system on July 1 and if there are any problems, we need have time to correct the deficiencies. Any expenditures for the end of the fiscal year, June 30, 2016, should be submitted by May 15, 2016.

Lisa reported that the County is now upgrading their computer systems. Because of the computer upgrade, the County is shortening the time frame for all reimbursements to be submitted to the County for the fiscal year ending June 30, 2016. The new deadline is May 15, 2016. This early date is to compensate for any glitches which may occur in the new system. Lisa reminded everyone to review their individual financials to make sure your records reconcile with the County records.

4. HOME Commitment Deadline-

Amy said the HOME Commitment deadline for all funds for 2014 and prior need to be committed by July 31, 2016 or they will be swept by HUD. Refer to the back of the agenda for all relevant dates. For 2015, the regulations state a 24 month commitment deadline, however the consortium contracts only have a one year commitment deadline in order to have time to reallocate funds, if necessary.

The current shortfall is \$2.4 million. Please submit Set Up forms as soon as possible.

5. CHDO Funding Recommendations-

Amy thanked the CHDO Allocation Review Subcommittee—Melissa Vizzerra from the City of Chandler, Chad Boegher from the City of Scottsdale, Renee Ayers-Benevides from the City of Glendale, and Regina Marette with Maricopa County. The Subcommittee met and has the following recommendations:

Guadalupe CDC, Gary Smith, Executive Director

Homebuyer Activity: New construction of single family homes with Recapture Provisions

Requested: \$250,000—\$200,000 for new construction; \$35,000 soft costs; \$15,000 developer fee

Total budget: \$834,507 to produce 5 homes.

Match Contribution: \$62,500 Source: Federal Home Loan Grant and family sweat equity

Location: Guadalupe

New Construction of 5 single family homes

2 households at or below 60% AMI and 3 households at or below 80% AMI

Start date: Contract signing

End date: January 2019

Recommendation: \$250,000 for new construction of 5 single family homes.

Newtown CDC, Allen Carlson, Executive Director

Homebuyer Activity: Acquisition/Rehab of single family homes with Resale Provisions

Requested: \$450,000 for acquisition costs

Total Budget: \$1,192,039 for 4 homes

Match: \$112,500 Source: Federal Home Loan Bank- IDA

Location: Tempe

4 households at or below 80% AMI

First time homebuyers

Start Date: Contract signing

End Date: June 30, 2017

Recommendation: \$200,000 for acquisition and rehabilitation of 2 single family homes.

A.R.M. of Save the Family Foundation, Steve Langstaff, Dir. of Property Development

Rental Activity: Acquisition/Minor Rehab of single family homes

Requested: \$450,000 Breakdown \$347,800 for acquisition costs; \$77,200 estimated repairs; \$5,000 soft costs; \$22,000 developer fee.

Total Budget: \$60,000 in maintenance and services per unit over 15 year period of affordability.

Total Budget: \$450,000

Match: \$110,500 Source: \$102,500 from developer fees previously earned and reserves; \$6,000 in family sponsorships; \$4,000 donated professional services

Location: Urban County

2 households at or below 60% AMI

Start date: Contract signing

End date: May 2017

Recommendation: \$0 in CHDO set aside and \$663,816* for three homes for acquisition, minor rehab and rent.

*Additional funding provided from Urban County reprogrammed entitlement funds.

Amy explained that there were three years of Urban County HOME funds that were programmed to the Maricopa County Homebuyer Assistance Program (MCHAP). The program was closed in December 2015. The County is reprogramming the unused MCHAP funds to Rental Development, which was in the County's Annual Action Plan. After issuing the Rental Development Notice of Funding Availability (NOFA) to the public, the County received two

applications—one from Chicanos Por La Causa and one for the Housing Authority of Maricopa County. The County NOFA stated that there was approximately \$1.2 million available in funds. The current proposals only add up to \$900,000, so there is additional funding available. ARM's application is for rental development in the urban county so the County is proposing to allocate the funds out of their entitlement allocation, instead of CHDO funds.

Amy opened it up for discussion. The action on the table is to fund \$496,000 in CHDO funds (the actual amount of the HOME annual allocation which was received from HUD yesterday. Renee said that as a member of the subcommittee that she would like to recommend that the additional funds received for the CHDO set-aside, \$46,032 should go to Newtown CDC. Regina and Melissa, two other members of the subcommittee concurred with Renee.

Gilbert Lopez made a motion on the table is to fund Newtown CDC for a total of \$246,032 for a minimum of two homes and Guadalupe CDC for \$250,000 in 2016 CHDO funds, and no CHDO set aside funds to ARM. The motion was seconded by Renee Aryes-Benevidez. The motion was passed unanimously.

Amy asked the CHDO Review Subcommittee if they had any recommendations for the future. Renee said she would recommend that the consortium receive copies of the application prior to the CHDO presentations in order to facilitate the discussion and question and answer period which occurs after each presentation. Amy asked when the Subcommittee received the applications. Regina stated that they were given to the subcommittee at the consortium meeting the day of the presentation because they were due the day before. She stated that we would need to adjust the timeline so that the applications are received more than one day prior to the presentations. Amy agreed to take a look at the timeline next year.

Renee also suggested that each consortium member receive a copy of the CHDO applications. Amy suggested the best way to make the applications available to everyone would be to post them on the County website and provide hard copies to the CHDO Review Subcommittee. Annual Action Plan master schedule is included in the packet.

Barbara Bellamy asked if prior year performance was considered in the CHDO application review. Regina said she went back to 2009 and provided the subcommittee

6. Announcements and Information

- Bulletins--will continue to be issued and posted on the County website related to the HOME program.
- Trainings--Amy noted that CHDO training opportunity by HUD is coming to Phoenix. Environmental Review training is April 18-20. The first Friday in April is the Arizona Fair Housing Partnership Annual Symposium. At the symposium they will have someone talking about the Assessment to Fair Housing which is a replacement to the Analysis to Impediments
- Contract Performance Reports--Regina asked everyone to please submit their Contract Performance Reports which are required per the HOME agreements. She said she would be sending out the 2015 Contract Performance Reports. The next reports are due on April 15th.
- Annual Plan (AP)--Carissa said only three consortium members (Avondale, Gilbert, and Glendale) have turned in their contributions to the AP. She asked the remaining members to please submit their information so the County can compile them and make sure there are not any glitches before they are posted on March 11th for the public comment period. The public comment period will run from March 11th through April 13th. The March 17th

consortium meeting is the public hearing on the draft AP. Carissa wanted everyone to note that there is a new schedule included in your packet which shows a date change and a special meeting request. The County was informed a couple weeks ago that our current County Manager, Tom Manos, is retiring on May 1st. The previous schedule showed the AP on the May 6th County Board of Supervisors (BOS) Agenda. The revised date for the plan to go to the BOS is April 20th (the day before the April consortium meeting). The special consortium meeting will allow the consortium to approve the plan and review any comments prior to submitting the plan to the BOS. The consortium special meeting will be held via conference call on April 14th at 9:30 a.m. (the day after the comment period ends) to approve the AP.

7. Call to the Public-

Call to the Public is an opportunity for the public to address the Consortium concerning a subject that is not on the agenda. Public comment is encouraged. At the conclusion of an open call to the public, individual members of the Consortium may respond to criticism made by those who have addressed the Consortium, may ask staff to review a matter, or may ask that a matter be put on a future agenda. However, members of the Consortium shall not discuss or take legal action on matters raised during an open Call to the Public unless the matters are properly noticed for discussion and legal action. *No response from the public.*

8. Adjournment-

There being no other business, the Chair entertained a motion for adjournment by Barbara Bellamy and seconded by Gilbert Lopez. The motion was passed unanimously. The meeting was adjourned at approximately 10:25 a.m. The next scheduled public meeting will be March 17, 2016.

Respectfully submitted,



Regina Marette
Recording Secretary